



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 58th Transportation Battalion**  
**3rd Chemical Brigade**  
**451 Colorado Avenue, Unit 8**  
**FORT LEONARD WOOD, MISSOURI 65473**

REPLY TO  
ATTENTION OF

ATSN-CBC

14 July 2005

MEMORANDUM FOR Commanders

SUBJECT: Policy Letter #10, Family Readiness Group Fund Raisers

REFERENCES: DA PAM 608-47 - A Guide to Establishing Family Support Groups  
AR 210-1 - Private Organizations on DA Installations

1. Family Readiness Groups (FRGs) are designed to enhance the military mission and benefit family members. This command fully supports each subordinate unit in establishing a FRG.
2. FRGs are authorized to hold fundraisers. Each unit FRG will adhere to DA PAM 608-47, para 3-7, which governs FRG generated funds.
3. Prior to holding a fund raiser in the battalion area the unit FRG will: (a) request permission from the battalion commander; (b) state what the fund raiser will be, (i.e., bake sale, hot dog sale, etc.); (c) method of raising funds (donation or sale at a fair price); (d) specify date, time and location.
4. Units will maintain an audit trail of fundraisers, funds raised and expenditures. This audit will remain on file, for inspection purposes for two years.

Robert T. Hixon  
LTC, TC  
Commanding